

Medicaid Administrative Program Financial Process

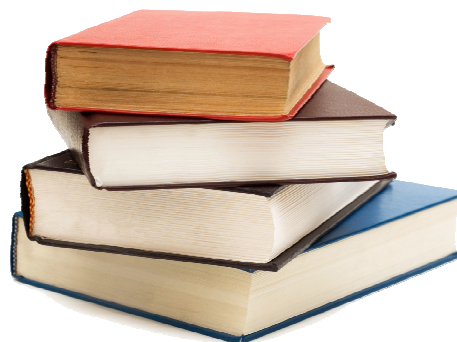
Web-Based Reporting




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Agenda

- Financial Process Overview
- Website walk-through
- Direct Support Staff
- Reporting Guidelines
- Benefits of Web-based Reporting
- Questions?






Medicaid Administrative Financial Reporting

- After the close of each quarter PCG will send out a financial schedule to each district
 - All allowable staff will be listed on the financial schedule
 - The certification page is summed by job category
 - You will enter overall category costs into the website and you may use the financial schedule as a guide for entering those totals
- You DO NOT send us the completed financial schedule spreadsheets. You can use it as a guide for data entry into the website
- You DO NOT need to send us a signed certification via fax
 - Your financial submission and verification is done entirely online at www.pcgrmts.com

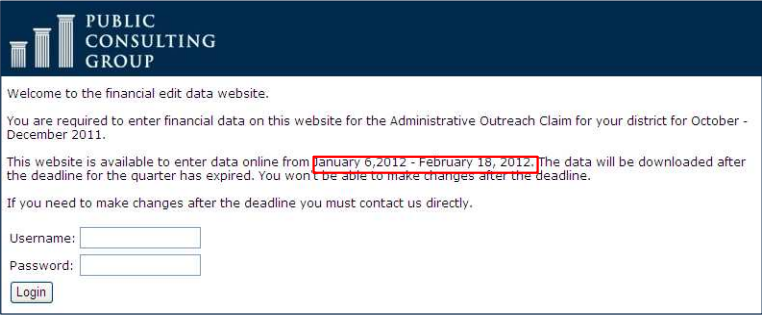
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Web-based Walk Through

- When you enter the web-address on your web browser, you will come to the following page to login
- This page will tell you which quarter is currently being updated as well as the active dates for submission



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Web-based Walk Through

- Once you have logged in, you will see the name of your District as well as all eligible cost categories to enter data
- To enter costs for a specific category, click on the category name

Certify Data

Participant Cost Categories


Please enter the financial data for the specified staff below. Only the participant job categories included in the Staff Pool List and therefore eligible for this quarter are listed below.

Administrator	Direct Administrative Support Staff
Direct Service Support Staff	Licensed Occupational Therapist

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Web-based Walk Through

- Within the cost category, you will enter the overall Salary and Benefit totals as well as any additional costs (i.e. Contracted Costs, Dues/Fees, Travel/Training)
- If you have no costs to report for that given category, click the Federally Funded/No Costs To Report check box
- Once you have entered all of your costs, click the Validate button to run all checks of reasonableness on your reported expenditures.

Cost Category: Counselors

Total Count: 1

Federally Funded/No Costs To Report: ☐

Total Salary:

Total Benefits:

Non-Salary/Benefit Costs

Contracted Staff Cost:

Materials/Supplies:

Travel/Training:

Dues/Fees:


Validate

Close

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Web-based Walk Through

- By clicking the Validate button, you are having the web-system run various checks of reasonableness on the costs that you have entered.
 - The system will check for high salary amounts, high benefit amounts and high operational costs

Checks for Reasonableness

The following validation checks need your approval:

- The average reported salary per staff member of \$3,041,270.50 is higher than the expected average.
- The benefits as a percentage of salary 244.16% (44553374.00/18247623.00) is higher than the expected ratio.
- The sum of the Non-Salary/Benefit costs are higher than the expected amount.


Please make the appropriate updates to the numbers above and click the Validate button.
When the numbers above are correct, click the Submit button.

If the numbers are correct on the screen, click the Submit button to record the final changes to the database.

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Web-based Walk Through

- After you have reviewed the data entered, you can either update the expenditures and re-validate or click the Submit button to verify the data.
 - Once you have submitted the data on a cost category, you will be taken back to the main screen.
 - You will need to visit all cost categories listed for your district before you can certify your overall costs.

If the numbers are correct on the screen, click the Submit button to record the final changes to the database.

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Direct Support Staff

- If you wish to claim costs for Support Staff, you should follow the same procedures as the other costs categories. You must enter the overall staff count for this category.
- Direct Support Staff are strictly clerical and administrative staff that support other staff included in the staff pool list (Must keep support documentation)
- Be sure to allocate percentage of costs with percentage of time spent supporting

Cost Category: Direct Support Staff

Total Count: 12

Total Salary: 158801.00

Total Benefits: 100000.00

Non-Salary/Benefit Costs

Materials/Supplies: 0.00

Travel/Training: 0.00

Dues/Fees: 0.00

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Final Certification

- Once you have entered all of your costs, you will need to click on the Certify Data button on the main screen.


Certify Data

- If all cost categories have been entered that are required, you will be able to Certify your overall costs for the quarterly submission
- All of the costs that you have entered will be totaled by cost category, you can compare this to the certification page of the financial schedule if you have chosen to use that tool as an entry guide

Participant Cost Category	Total Count	Total Cost	Approver
Administrator	6	\$233,611.00	Test22 Test22
Counselor	1	\$367,523.00	Test22 Test22
Direct Support Staff	0	\$258,801.00	Test22 Test22
Psychologist	4	\$47,812.00	Test22 Test22
Registered Nurse	3	\$87,001.00	Test22 Test22
Social Worker	18	\$380,521.00	Test22 Test22
Speech/language Pathologist	4	\$3,361,131.00	Test22 Test22
Grand Total:	36	\$4,736,400.00	

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Final Certification


- If all costs are correct then you, your Business Manager, CFO, or whomever is in charge of verifying your costs will click the Certify Data Button below the verification statement
- You can print this screen directly from the web-page for your records

By clicking on the Certify Data button, I am charged with the duties of supervising the administration of the provision and billing for the School District Administrative Claiming activities provided under Title XIX (Medicaid) of the Social Security Act, as amended. I hereby certify that the school district has expended the state share of public, non-federal funds needed to match the federal share of medical claims billed in the state Medicaid agency for School District Administrative Claiming services provided to eligible Medicaid students during the current quarter. I also certify that the school or school district's certified expenditures were incurred in accordance with provisions of this state's policies. These certified expenditures are separately identified and supported in our accounting system.

- Once you have Certified the overall data, you see a message that the **Grand Totals have been certified**

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Reporting Guidelines

- Allowable Costs:
 - These are all represented by the sub-cost categories available on the web-system
 - Salary, Benefit (includes FICA, retirement and insurance)
 - Operational Costs (contracted costs, travel/training, dues/fees, materials/supplies)
- Non-Allowable Costs:
 - Federal Funds
 - State-Flow Through Funds
 - Third party costs
 - Costs included in the calculation of the Unrestricted Indirect Cost Rate

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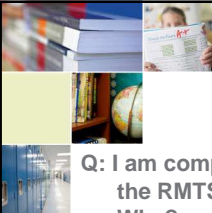
Benefits of Web-Based Financial Reporting

- All data is housed within the web-system, you **DO NOT** need to send PCG a copy of the completed financial schedule spreadsheet or a signed certification
 - Your unique login information is providing an online signature and therefore no exchange of paper via email or fax is required
- Most financial expenditure verifications are done online, immediately upon submission of your data
- Since the edit checks are done online, it allows for you to have more time to complete the financials



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Financial Frequently Asked Questions

Q: I am completing my financial information. I confirmed that John Doe is in the RMTS website, but he is not appearing on my financial spreadsheet. Why?


A: John may be active in the RMTS website now, but he was not when the time study was generated months ago. In which case, his costs can't be claimed.

Q: I added a new staff person to the RMTS website on April 15th. I am entering financial information for the July-September quarter and this person is still not appearing. Why?

A: This is because there is no time study for the July-September quarter and the staff pool list certified for the April – June quarter is also used for the July-September quarter.

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Financial Frequently Asked Questions (Cont.)

Q: Bob is listed on the financial spreadsheet, but left the district half-way through the quarter. Since he had a direct replacement (Frank), whose costs do I claim?

A: You may claim the costs for Bob up until the day he was replaced by Frank. After that day, you may claim the costs for Frank through the rest of the quarter. You may not claim both participant costs at the same time since they are only filling one position.

Q: I have someone on my staff pool list that has zero costs or is 100% federally funded, but when I enter zeros into the website I get an error. How do I proceed?

A: When you are entering zero costs for a job category, there is a checkbox that says "Federally funded/No costs to report". You must check this box to proceed.

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Contact Sheet

<p>Robert Gilleo Customer Service/Client Relations rgilleo@pcgus.com (615) 983-5325</p>	<p>Mark Schoenberg Customer Service/Client Relations kysbac@pcgus.com (877) 395-5016</p>
<p>Michael Bley Customer Service/Client Relations kysbac@pcgus.com (877) 395-5016</p>	<p>Rachel Dean Customer Service/Client Relations kysbac@pcgus.com (877) 395-5016</p>

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877-395-5016
kysbac@pcgus.com

